

SECTION 9.35 CONFIDENTIALITY

Last Update: 2/06

In all matters involving employee problems or personal discussions with employees, confidentiality must be maintained.

Be careful not to disclose personal information without the employee's permission. Limit discussions to those staff people who must be involved in order to get information or who are authorized to assist in resolving problems. Keep all written materials and employee files locked so they are not accessible to others.

In order for the supervisor to receive any information from the EAP, the employee has to sign with the counselor a "Release of Information" form designating what information can be released and to whom. Generally, the only information a supervisor will receive is whether the individual kept their appointment with the EAP. Any other information must be specifically requested and agreed to by the employee in order to be released. The kinds of information a supervisor can request must be job related.

If a Substance Abuse Professional (SAP) evaluation has been requested, and a release has been signed, the supervisor can be told whether the employee is chemically dependent, what recommendations have been made, and if the person is following through on the recommendations.

If a psychological evaluation related to safety in the workplace has been requested, the supervisor may request information as to whether this person is safe to return to the job and is able to perform the duties of the job, as well as ways that the supervisor can assist in the person's return to the workplace. The employee must have signed a release of information before any information will be given to the supervisor.

All information must be kept confidential. Information regarding the referral may be shared with the next higher supervisor, the personnel officer, or the State's EAP Coordinator, but with no one else.